

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 36 - 73

6 December 1973

To: All Training Officers of the Agency

## RECORDS MANAGEMENT TRAINING

The Records Administration Branch will offer two one-day seminars to assist Agency employees in learning to manage their component records efficiently. These seminars are for records managers, analysts, secretaries, and others concerned with administration of office records and files and with paperwork procedures. A description of the seminars is listed below:

### I. Records Management-Records Disposal Seminar

Teaches how to reduce the volume of records in an authorized and efficient manner and to improve the administration of files disposition. Participants will learn to conduct a records inventory, prepare a schedule for periodic disposition of records, retire inactive records to temporary storage, and transfer permanent records to archives.

### II. Records Management-File Procedures Seminar

Teaches (1) the established standards for file procedures, equipment, and supplies; (2) how to review, convert, and operate a file system; and (3) how to improve the administration of office files and related procedures.

Dates	:	15 January 1974 (Records Disposal) 16 January 1974 (File Procedures)
Location	:	Room 1A-13 Headquarters
Registration	:	Limited to 25. Submit Form 73, Request for Internal Training, to OTR/SRS/RG, Room 1036, Chamber of Commerce Building by 7 January 1974.

Additional Information: On course content, call extension 7776.

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